

## AUGUSTINIAN ACADEMY



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August 15th, 2023

Dear Parents,

As you may know, we have been blessed in the past several years to greatly increase our technology capabilities in our classrooms. We have integrated chromebooks at a 1:1 student ration and increased our internet speed and coverage throughout the school. As a result our students have much better access to technology in the building. While this is wonderful in many ways, it also creates a number of challenges. Our students' safety is always our top priority and this includes the digital world.

Our students continuously receive 'digital citizenship' instruction. This is not a one time class, but is a continual teaching process to help our students navigate the digital world. We truly believe that it is our responsibility as a school and as educators to protect our children and to give them the tools and skills to be able to evaluate situations, protect themselves, and keep true to the values they are raised with.

There are a number of protections we have in place.

- 1) Within our building is a sonic-firewall that will block vulgar and inappropriate websites and advertisements. This affects any device that is on our school network within our building. I highly recommend that families have their own internet filter at home as well.
- 2) All of our students have Google accounts on the [augustinianacademy.org](http://augustinianacademy.org) domain. This is managed with Google Workspace for Education. This management also allows us to provide a number of protections while students are signed into their school account, both in and out of school. Currently there are school e-mail accounts, but they can only be used to communicate with students and teachers in the Augustinian Academy domain. Any use of the school assigned Google accounts is subject to observation and confiscation in accordance with Acceptable Use Policy. School Google Accounts should be used for schoolwork and school related communications **only**. There is no private information associated with student accounts and it is in no way tied to our school management system.
- 3) Students are instructed that when using their school Google account, whether in school or at home, it is to be for schoolwork purposes **only**. *It is important for students to sign out of their Google account when they leave a computer, both at school and at home.* **Students who use either school**

**devices or school administered Google accounts for activity other than school-work are subject to losing these privileges.**

- 4) There are some additional safety features we are able to deploy through the Google Workspace for education including restricted YouTube videos, limited e-mail or Google Social (eg Meet) accessibility and mandatory Safe Search ON.
- 5) Additionally we have a student management program called Hapara for all of our 4-8th grade students. This program allows teachers to completely manage everything students do while they are on school computers and on the school network. Teachers can monitor to make sure students are on task and also use it as a tool for guided research in class. Hapara gives teachers the capability to see all documents within a student's Google Drive. **While Hapara has the capability of monitoring student activity outside of school (if they are signed into their school Google accounts), we have chosen NOT to turn this feature on.** We feel it is a partnership with you as parents and guardians to protect your children on the internet. It is important that parents and guardians have their own protections at home and closely monitor their children's activity on the computer.

I highly recommend parents and guardians learn all they can about their student's digital lives and communicate frequently with your children. A wonderful resource is [www.common sense media.org](http://www.common sense media.org). This website covers everything from movie reviews, to video games, to online safety at all age levels including social media usage.

If you have any questions about your student's use of technology at school, please feel free to contact me at [computerclass@augustinianacademy.org](mailto:computerclass@augustinianacademy.org). Parent training will be provided shortly after school starts for those who are interested.

Questions or comments can also be answered by your student's teacher or Sister Suanne at [principal@augustinianacademy.org](mailto:principal@augustinianacademy.org) or 315-493-1301.

Sincerely,

Katie Clarkson  
Technology Coordinator and Computer Teacher

**Please sign and return the bottom half of this paper to school NLT September 15th, 2023. Students who have not returned this will have their accounts temporarily suspended.**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student's Name(s): \_\_\_\_\_

I have received the informational letter about student computer usage at Augustinian Academy. I have also received a copy of the Non-Google Core applications that will be used. I understand that I can view the Google Workspace for Education Privacy policy at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

Signature: \_\_\_\_\_

Google Core Services include Gmail, Calendar, Classroom, Assignments, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Chat, Meet, Vault, and Chrome Sync.

Students may be using the following non-core services and/or Non Google applications for their schoolwork that may be linked with their Google Account. This list will be updated as needed and updated on the school website.

UPDATED 8/2023

ABC Mouse  
Blogger  
Lego Coding  
flipgrid  
typing club  
khan academy  
book creator  
adobe spark  
code.org  
tinkercad  
sphero edu  
Youtube (restricted)  
Google Earth  
Sony KOOV coding  
Kahoot  
Hapara  
Epic  
Read Theory  
IXL  
Really Great Reading Letter Tiles  
Reading A-Z online books  
Spelling City  
NOVEL NY resources  
Generation Genius  
Minecraft for Education  
Canva for Education